

**LEGISLATIVE/LICENSING COMMITTEE MEETING**

**Monday, September 19, 2022, at 5:15 p.m.  
Caledonia Village Hall – 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Ordinance 2022-14 - An Ordinance To Amend Section 9-1-1(E), Section 9-2-1(A)(4), And Section 9-4-1(E) Of Title 9 For Public Utilities To Change References From The Village Utility Director To The Village Public Services Director And To Change Reference To District Manager To Utility Supervisor In Section 9-4-4 In The Code Of Ordinances For The Village Of Caledonia
4. Discussion of Roles and Responsibilities of the Utility District Commission
  - a. Ordinances related to this as follows:
    - i. [Title2/Ch4: Village Officers & Employees](#) (2-5-8)
    - ii. [Title2/Ch5: Commissions & Committees](#) (2-4-19)
    - iii. [Title9/Ch1: Caledonia Water Utility Regulations and Rates](#) (9-1-1(E))
    - iv. [Title9/Ch2: Village of Caledonia Storm Water Utility District Regulations and Rates](#) (9-2-1(A)(4))
    - v. [Title9/Ch4: Caledonia Sewer Utility District No.1 Regulation & Rates](#) (9-4-1(E); 9-4-4)
5. Adjournment

Dated September 16, 2022

Joslyn Hoeffert  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**LEGISLATIVE/LICENSING COMMITTEE MEETING  
CALEDONIA VILLAGE HALL  
5043 CHESTER LANE, RACINE, WI 53402  
Monday, August 29, 2022**

**1. Call to Order**

Trustee Stillman called the Special Legislative and Licensing meeting to order at 9:30 a.m. In attendance were:

**Committee Members:** Trustee Martin, Trustee Stillman, and Trustee Folk.

**Absent:** None.

**Staff/Others Present:** Village Clerk Joslyn Hoeffert, Administrator Kathy Kasper, Village Attorney Rebecca Shepro, Village Attorney Elaine Ekes, and Development Director Peter Wagner.

**2. Review Proposed Municipal Code Title 16 Zoning and Referral to Planning Commission for Public Hearing**

Trustee Martin believes that it is very difficult to receive a packet Friday afternoon that is very long, to only have the weekend to look over it, and not have a redlined version or a summary included. She believes that there wasn't enough time.

Wagner explains the changes to the Zoning Code to the Committee.

**Chapter 1** – Includes the introduction and the authority and adoption process.

**Chapter 2** – Wording changed from City to Village. Minor revisions to the Building Permits may be granted by the Inspector upon request of the owner and applicant and submittal of the required fees before the expiration period.

**Chapter 3** - Board of Appeals; this is regarding the statues. Nothing has changed here.

**Chapter 4** - This is in regards to the process of submitting plans and following guidelines. A developer's deposit is still required under this section of the code. High quality materials were required, but changes have been made to accept materials such as split face masonry, decorative block, 2-inch brick veneer, 2-inch stone veneer, cut stone panels, pre-cast concrete wall panels, and terra cotta. A  $\frac{3}{4}$  major vote from the Plan Commission can waive the requirement for other materials. Façade material percentages of multi-family residential buildings should have exterior materials cover at least 65% of the building when being seen by the right-of-way. 75% of acceptable exterior materials shall cover the surface of the visible perimeter of the building of any manufacturing, commercial, office, park, or institutional building. The design guidelines like the Raymond boundary guidelines.

**Chapter 5** – The same regulations as before regarding building size, height, width, etc., are included in this section of the code. A minor change included adding graphics to the code for visuals in hopes that it is easier to understand. 16-5-7 is the biggest change in this section of the code. This section was adopted 2 years ago regarding buffers with residential and commercial lots, including the buffer to be a minimum of 20-feet for a landscape buffer.

**Chapter 6** - Has the most changes overall. Some of the changes included reducing four agricultural districts to one district (A-1), including the basic regulations for the setbacks for each lot. For the R-1 district, adding renewable energy structures for the permitted accessory uses. R-2 single family residential districts is permitting the development in the district at densities not to exceed 1.1 dwelling units per net

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acre. R-3 includes adding a licensed community living arrangement which serves 8 or less people. R-4 residential development is permitted at densities not to exceed 3.0 dwelling units per net acre.

**Chapter 7** – Modify the setbacks and setting when it comes to a proposed development. Procedures including PUD's and how to apply for these developments.

**Chapter 8** – There has already been a chapter that has addressed the non-conforming lots, and law changes. This will help categorize what they are and what protections they do and don't have.

**Chapter 9** – The process of how to go through the process of obtaining a conditional use. Standards of review and decision aspects. Permit revocation process was added into the ordinance.

**Chapter 10** – Was adopted a year ago. Section 10-3 includes residential accessory structures and uses. This section addresses cargo containers and Pods.

**Chapter 11** – The square foot rule for multi tenants was removed. The sign size was increased for ground and pole signs. It went from 32 feet to 64 feet. The regulations of the electronic message board signs increased to 50%.

**Chapter 12** – Was adopted recently dealing with various requirements. Residential and commercial parking restrictions were included which were taken from what was adopted this year.

**Chapter 13** – Includes Floodplains which have been discussed in the past. This is a DNR approved ordinance which is required in the code before it can be put it into place. This has not changed this at all. This is just being converted over.

**Chapter 14** – Mobile Tower siting is a highly regulated area of the law. This section is acceptable and follows the law.

**Chapter 15** – The Shoreland zoning ordinance for the Village of Caledonia was updated.

**Chapter 16** – This code section regarding adult businesses has not changed since it was last adopted.

**Chapter 17** – Going through the process of amending site plans and conditional use amendments.

**Chapter 18** – Includes all definitions of the code as well as some additional definitions that were added.

Kasper left at 11:00AM. Clerk Hoeffert left at 11:45AM.

Motion by Trustee Martin to Refer the Proposed Municipal Code Title 16 Zoning to the Planning Commission for a Public Hearing. Seconded by Trustee Folk. Motion carried unanimously.

### **3. Adjournment**

There being no further business, Motion by Trustee Folk to adjourn the meeting at 12:09 p.m. Seconded by Trustee Martin. Motion carried unanimously.

Respectfully submitted,  
Megan O'Brien  
Deputy Village Clerk

**Ordinance No. 2022-14**

**AN ORDINANCE TO AMEND SECTION 9-1-1(e), SECTION 9-2-1(a)(4), AND SECTION 9-4-1(e) OF TITLE 9 FOR PUBLIC UTILITIES TO CHANGE REFERENCES FROM THE VILLAGE UTILITY DIRECTOR TO THE VILLAGE PUBLIC SERVICES DIRECTOR AND TO CHANGE REFERENCE TO DISTRICT MANAGER TO UTILITY SUPERVISOR IN SECTION 9-4-4 IN THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA**

The Village Board of the Village of Caledonia do ordain as follows:

1. That Section 9-1-1(e) entitled of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

**“(e) Public Services Director.** The Public Services Director shall oversee the Caledonia Water Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board.”

2. That Section 9-2-1(a)(4) of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

**“(4) Public Services Director.** The Public Services Director shall oversee the Caledonia Storm Water Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board.”

3. That Section 9-4-1(e) of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

**“(e) Public Services Director.** The Public Services Director shall oversee the Caledonia Sewer Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board.”

4. That Section 9-4-4 of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows

**UTILITY SUPERVISOR**

A Utility Supervisor shall be appointed by the Village Board to enforce all provisions of this Chapter. The Supervisor shall be responsible for the day to day operations of the District, including, but not limited to, filing reports as may be required concerning the operations of the District.

That this ordinance shall take effect after adoption and publication as provided by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**VILLAGE OF CALEDONIA**

By: \_\_\_\_\_  
James R. Dobbs  
Village President

Attest: \_\_\_\_\_  
Joslyn Hoeffert  
Village Clerk

770272.100 (Title 2 Public Services Director)

## TITLE 9

### Public Utilities (2010-04 – 09/21/10)

<i>Title Number</i>	<i>Title Name</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
Chapter 1	Caledonia Water Utility Regulations and Rates	2002-01 2010-04	1/15/02 9/21/10
Chapter 2	Lake Michigan Storm Sewer Utility and Root River Storm Sewer Utility District Regulations and Rates	2005-13	09/20/05
Chapter 3	Reserved for Future Use		
Chapter 4	Caledonia Sewer Utility District Regulations and Rates	2003-08 2010-05	10/21/03 9/21/10

## CHAPTER 1

### Caledonia Water Utility Regulations and Rates

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
<u>Article A</u>	<u>Rates</u>		
9-1-1	The Village of Caledonia Water Utility	2017-19	10/23/17
9-1-2	Public Fire Protection Service -- F-1	2013-13	09/03/13
9-1-3	Private Fire Protection Service – Unmetered – UPF-1		
9-1-4	General Water Service – Metered – Mg-1		
9-1-5	General Water Service – Unmetered –UG-1		
9-1-6	Public Service – MPA-1		
9-1-7	Reconnection Charges – R-1		
9-1-8	Water Lateral Installation Charge – CZ-1		
9-1-9	Purchase Water Adjustment Clause-PWAC-1		
9-1-10	Other Charges --- OC-1		
9-1-11	Amendment to Rates		
9-1-12 through 9-1-22	Reserved for Future Use		
<u>Article B</u>	<u>Rules and. Regulations</u>		
9-1-23	Compliance with Rules		
9-1-24	Establishment of Service		
9-1-25	Service Contract		
9-1-26	Temporary Metered Supply, Meter and Deposits		

9-1-27	Water for Construction		
9-1-28	Use of Hydrants for Construction; Temporary Supply		
9-1-29	Operation of Valves and Hydrants; Unauthorized Use of Water; Penalty		
9-1-30	Service Connections (or Water Laterals)		
9-1-31	Service Piping for Meter Settings		
9-1-32	Turning on Water		
9-1-33	Failure to Read Meters		
9-1-34	Complaint Meter Tests		
9-1-35	Thawing Frozen Services		
9-1-36	Stop Boxes		
9-1-37	Installation of Meters		
9-1-38	Repairs to Meters		
9-1-39	Replacement and Repair of Service Pipe		
9-1-40	Charges for Water Wasted Due to Leaks		
9-1-41	Inspection of Premises		
9-1-42	Customer's Deposits		
9-1-43	Disconnection and Refusal of Service		
9-1-44	Surreptitious Use of Water		
9-1-45	Vacation of Premises		
9-1-46	Repairs to Mains		
9-1-47	Duty of Utility With Respect to Safety of the Public		
9-1-48	Handling Water Mains and Service Pipes in Sewer or Other Trenches		
9-1-49	Settling Main or Service Trenches		
9-1-50	Protective Devices		
9-1-51	Cross-Connection Control	2005-18	11/01/05
9-1-52	Water Main Extension Rule		
9-1-53	Water Main Installations in Platted Subdivisions		
9-1-54	Reimbursement of Costs		
9-1-55	Standard Specifications		
9-1-56	Impact Fees	2011-05	05-17-11
9-1-57	Mandatory Connection to Water Mains	2005-14	09/20/05
		2006-12	12/19/06

**ARTICLE A**

Rates

**SEC. 9-1-1 CALEDONIA WATER UTILITY DISTRICT.**

- (a) **Water Utility District Creation.** There shall be one water utility district for a portion of the Village of Caledonia organized pursuant to the Wisconsin Statutes,

which shall be known as the “Caledonia Water Utility District.” Unless otherwise indicated, any reference to the Village of Caledonia Water Utility District (“Utility”) shall mean the Caledonia Water Utility District regulated by the Public Service Commission (“PSC”), and shall apply to the Caledonia Water Utility District.

- (b) **District Boundaries.** The boundaries of the Caledonia Water Utility District shall be as established by Resolution of the Village Board.
- (c) **Obligations to and of the District.** Nothing in this Section shall be construed as discharging any person, firm, corporation, or organization from any obligation to the predecessor Caledonia East Sewer and Water Utility Districts or the predecessor Caledonia West Sewer and Water Utility Districts, or their predecessor Utility Districts, incurred prior to the enactment of this Section, including, but not limited to, compliance with the rules and regulations of the District, payments of any monies owing to the District and performance of any contracts entered into with the District. Nothing herein shall affect the obligations that the District has as to any outstanding bond issuances or other debt obligations.
- (d) **Commission.** The Utility’s Commission shall have the powers and duties as specified in Section 2-5-8 of this Code of Ordinances.
- (e) ~~**Utility Director.** The Village Board shall appoint a Utility Director to oversee the Caledonia Water Utility District and whom shall report to the Village Board and be an advisor to the Commission per Section 2-4-19 of this Code of Ordinances.~~
- (e) **Public Services Director.** The Public Services Director shall oversee the Caledonia Water Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board."
- (f) **Utility District Personnel.** All of the Caledonia Water Utility District’s personnel are Village employees subject to the Village Personnel Policy Manual.



**CHAPTER 2**

Village of Caledonia Storm Water Utility District Regulations and Rates  
(2013-22 – 11/04/13)

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
9-2-1	Purpose	2017-19	10/23/17
9-2-2	Definitions		
9-2-3	Comprehensive Drainage Plan		
9-2-4	Disruption of Drainage Prohibited		
9-2-5	Drainage Requirements for New Developers		
9-2-6	Additional Requirements for Properties that are Located within the Boundaries of the Milwaukee Metropolitan Sewerage District		
9-2-7	Repealed		
9-2-8	Preparation of Annual Budget		
9-2-9	Illicit Discharges and Connections		
9-2-10	Post Construction Storm Water Management Ordinance	2016-05	04/04/16
9-2-11	Ponds		
9-2-12	Storm Water Management Fees		

**SEC. 9-2-1 CALEDONIA STORM WATER UTILITY DISTRICT; PURPOSE.**

- (a) **Storm Water Utility District.** The Caledonia Storm Water Utility District shall be Village-wide and shall be considered the successor entity to both the "Lake Michigan Storm Sewer Utility District" and the "Root River Storm Sewer Utility District" pursuant to Sec. 66.0827, Wis. Stats. (referred to herein as the "Storm Water District", "Storm Sewer District" or "District").
- (1) **District Boundaries.** The boundaries of the Storm Water Utility District shall match the municipal boundaries of the Village of Caledonia and shall encompass all parcels of land within the Village.
  - (2) **Obligations to and from District.** Nothing in this Section shall be construed as discharging any person, firm, corporation, or organization from any obligation to the predecessor Lake Michigan Storm Sewer Utility District or the predecessor Root River Storm Sewer Utility District incurred prior to the enactment of this Section, including, but not limited to, compliance with the rules and regulations of either District, payments of any monies owing to either District and performance of any contracts entered into with either District. Nothing herein shall affect the obligations that either District has as to any outstanding bond issuances or other debt obligations.

(3) **Commission.** The Storm Water Utility's Commission shall have the powers and duties as specified in Section 2-5-8 of this Code of Ordinances.

~~(4) **Utility Director.** The Village Board shall appoint a Utility Director to oversee the Storm Water Utility District and whom shall report to the Village Board and be an advisor to the Commission per Section 2-4-19 of this Code of Ordinances~~

~~(4)~~(5) **Public Services Director.** The Public Services Director shall oversee the Caledonia Storm Water Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board.

~~(5)~~(6) **Utility District Personnel.** All of the Storm Water Utility District's personnel are Village employees subject to the Village Personnel Policy Manual.

(b) **Purpose.** The purpose of this Chapter is to establish rules and regulations for the Village of Caledonia Storm Water Utility District, to administer drainage within the boundaries of the Village-wide District.

## CHAPTER 4

### Caledonia Sewer Utility District Regulations and Rates

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
9-4-1	Caledonia Sewer Utility District	2017-19	10/23/17
9-4-2	Application for Racine Sewer Ordinances		
9-4-3	Additional Regulations Pertaining to the Caledonia Sewer Utility District		
9-4-4	Utility Manager		
9-4-5	Sewerage Connection Charge	2011-05	05-17-11
9-4-6	Connections to Sewer Mains		
9-4-7	Basis for Sewer Service Charges	2021-07	09/07/21
9-4-8	Billings		
9-4-9	Sewer Construction and Connections		
9-4-10	Appeals/Waivers		
9-4-11	Reimbursement of Costs.		
9-4-12	Violations and Penalties		
9-4-13	Validity		

#### SEC. 9-4-1 CALEDONIA SEWER UTILITY DISTRICT

- (a) **Sewer Utility District Creation.** There shall be one sewer utility district for a portion of the Village of Caledonia organized pursuant to the Wisconsin Statutes, which shall be known as “Caledonia Sewer Utility District.” Unless otherwise indicated, any reference below to “District,” “Utility” or “Caledonia Sewer Utility” shall mean the Caledonia Sewer Utility District.
- (b) **District Boundaries.** The boundaries of the Caledonia Sewer Utility District shall be as established by Resolution of the Village Board.
- (c) **Obligations to and of the District.** Nothing in this Section shall be construed as discharging any person, firm, corporation, or organization from any obligation to the predecessor Caledonia East Sewer and Water Utility Districts or the predecessor Caledonia West Sewer and Water Utility Districts, or their predecessor Utility Districts, incurred prior to the enactment of this Section, including, but not limited to, compliance with the rules and regulations of the District, payments of any monies owing to the District and performance of any contracts entered into with the District. Nothing herein shall affect the obligations that the District has as to any outstanding bond issuances or other debt obligations.
- (d) **Commission.** The Caledonia Sewer Utility’s Commission shall have the powers and duties as specified in Section 2-5-8 of this Code of Ordinances.
- (e) ~~**Utility Director.** The Village Board shall appoint a Utility Director to oversee the Caledonia Sewer Utility District and whom shall report to the Village Board and be an advisor to the Commission per Section 2-4-19 of this Code of Ordinances.~~

**Public Services Director.** The Public Services Director shall oversee the Caledonia Storm Water Utility District. Per Section 2-4-19 of this Code of Ordinances the Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board."

- (f) **Utility District Personnel.** All of the Caledonia Sewer Utility District's personnel are Village employees subject to the Village Personnel Policy Manual.

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#### **SEC. 9-4-4 UTILITY DISTRICT MANAGER.**

A ~~District Manager~~ Utility Supervisor shall be appointed by the ~~Commissioners of the Caledonia Sewer Utility District~~ the Village Board † to enforce all provisions of this Chapter. The ~~Manager Supervisor~~ shall be responsible ~~to the Commission~~ for the day-to-day operations of the District, including, but not limited to, filing reports as may be required concerning the operations of the District.